

## **APPLICATION PROCEDURE** **BASIC HUNTER EDUCATION INSTRUCTOR**

**THE FOLLOWING ITEMS ARE REQUIRED TO PROCESS YOUR APPLICATION BEFORE YOU MAY BE CERTIFIED AS A VOLUNTEER BASIC HUNTER EDUCATION INSTRUCTOR FOR THE ADF&G HUNTER INFORMATION AND TRAINING PROGRAM:**

1. **Application form.**
2. **Civil Rights Assurance Agreement form.**
3. **State of Alaska, Volunteer Qualification Inquiry – Firearm Possession form.**
4. **Criminal History Background Check** Go  
to your local Alaska State Troopers and ask for “*Interested Person Report*” and “*Fish and Wildlife Violation Report*”. You will be asked for 2 pieces of identification; your Alaska driver’s license or an Alaska identification card plus another piece of identification that shows your signature. There is a \$20 fee for these reports, ask for a stamped receipt. Payment must be either cash or a check written on a local bank. Upon meeting all requirements to become a volunteer instructor and satisfactory results of the background check, you may submit the receipt for reimbursement of the background check fee.
5. **Photocopy of Basic Hunter Education certification when other than Alaska.** If  
you haven’t yet taken the Basic Class you may be certified in the first class you assist with.
6. **Instructor Policy Training**  
You must attend an Instructor policy training session, which are regularly scheduled and last approximately 3 hrs.
7. **Instructor Class Orientation** This  
class lasts approximately 6-8 hrs. and covers the presentation requirements for the Basic Hunter Education class.

**INSTRUCTIONS: All new instructor applications must be returned to:**  
**ADF&G, Hunter Information & Training**  
**333 Raspberry Road**  
**Anchorage AK 99518-1599**

Contacts for further information or assistance:

### **Hunter Information and Training Offices**

**Anchorage (Statewide Office):** Lee Rogers (907) 267-2373  
[lee\\_rogers@fishgame.state.ak.us](mailto:lee_rogers@fishgame.state.ak.us)

**Fairbanks (Region III Office):** Bob Hunter (907) 459-7375  
[bob\\_hunter@fishgame.state.ak.us](mailto:bob_hunter@fishgame.state.ak.us)

**Juneau (Region III Office):** Frank Zmuda (907) 586-4101  
[Frank\\_zmuda@fishgame.state.ak.us](mailto:Frank_zmuda@fishgame.state.ak.us)